

	A	B	C	D	E	F	G	H
1	Property	Tasks	Responsible Party	Anticipated Completion Date (If Applicable)	Q1 24	Q2 24	Q3 24	Q4 24
2								
3								
4	270 Central Street							
5								
6		1. Reissue IFB for Rehab Work	Staff / Procurement	November 30, 2022				
7		2. Update Scope	Staff, Architect & Counsel	Complete				
8		2. Rehabilitation Project	Town Contractor & Staff	In Progress				
9		3. Bid Package from Architect	Staff, Architect, Procurement & Counsel	Bid package is complete and has been issued on Project Dog and to the Central Register.				
10								
11		4. Legal Documents & Marketing Materials:						
12								
13		a. Preparation of Marketing and Lottery Materials:						
14		i. Solicit quotes from Lottery Agents	Staff	Complete - working with her now				
15		ii. Enter into contract with Lottery Agent to draft materials	Staff	Complete - working with her now				
16								
17		b. LAU Application Prep and Submission to EOHLC	Staff and Counsel	Complete and submitted to EOHLC				
18		i. Regulatory Agreement and Deed Restriction	Staff/Counsel	Complete				
19		ii. Marketing Materials	Lottery Agent	Complete - In LAU Package				
20		iii. Lottery Materials	Lottery Agent	Complete				
21		iv. Local Preference Justification	Staff and Counsel	n/a				
22		v. Select Board Approval and Submission EOHLC	Staff and Counsel	Complete				
23		vii. Approve Contractor	HAHT	Complete				
24		viii. Construction in progress - on schedule	Contractor	Complete				
25		ix. Construction to be Completed	Contractor	Certificate of Occupancy Issued				
26								
27		5. Property/Project Management:	Staff	Ongoing				
28		6. Warrant Article Regarding Deed	Staff / Counsel	Approved at 2023 ATM - Complete				
29		7. New Deed Drafted	Staff / Counsel	Complete				
30		8. Marketing and Lottery	Staff	COMPLETE				
31		9. Transfer		In Process	X			
32		10. Add new Unit to SHI		TBD	X			

	A	B	C	D	E	F	G	H
33								
34								
35								
36	<b>499 Cushing Street</b>							
37								
38		<b>Next Steps</b>						
39								
40		<b>Finalize Plans for Additional Unit - with Trust approval, start looking at site options with engineer</b>						
41		<b>1. a.</b> Engage Design Professionals (Merrill/Architect)	Town/Staff					
42		<b>b.</b> Neighborhood Meeting	Staff	One Completed in 2019				
43		<b>c.</b> Prepare LIP Application	Staff					
44		<b>i.</b> Engage Marketing Lottery Agent						
45		<b>ii.</b> Counsel to prepare legal documents						
46		<b>d.</b> Select Board Approval and Submission to EOHLC						
47		<b>e. Prepare Comprehensive Permit Application</b>	<b>Merrill</b>	<b>Email sent to Merrill</b>				
48		<b>f.</b> Board of Appeals hearing process						
49		<b>g. Issue RFP to select developer/Contractor - 499</b>						
50		Market and Transfer existing dwelling to income-eligible household						
51		<b>2. Subdivision of Property is part of Comp. Permit</b>						
52		<b>a. Once Comp permit issued - issue RFP for NFP Developer for raw land</b>	<b>Procurement</b>					
53		<b>b. Engage Design Engineer for vacant parcel</b>	<b>Procurement</b>					
54								
55	<b>Ongoing Maintenance:</b>	Exterior Siding & Downspout		Needs to be updated				
56		Living Room, 1st floor bathroom - ceiling water repair	Town	Complete				
57		1st and 2nd Floor bathtub/faucet/tile repairs	Town	Complete				
58		1st and 2nd Floor sink/faucet and drain repairs	Town	Complete				
59		Side door replacement	Town	Complete				
60		Side railing repairs	Town	Complete				
61		Basement pipe repair	Town	Complete				
62								
63		<b>4. Property Management:</b>	<b>Staff</b>	<b>Ongoing</b>				
64								
65		<b>Tenant has moved out - House secured</b>						
66		<b>5. Review Existing Plans with Merrill Eng.</b>	<b>Will Schedule</b>					

